THE ONTARIO TRILLIUM FOUNDATION
LA FONDATION TRILLIUM DE L'ONTARIO

JUN 13 2006

June 12, 2006

Ms. Mary McDiarmid
President
Ontario Health Libraries Association
3560 Bathurst Street
Toronto, ON M6A 2E1

Dear Ms. McDiarmid:

Re: Request File No.: 9970909

Thank you for your application to the Ontario Trillium Foundation's granting program. After reviewing the information you provided, we regret having to inform you that we are unable to support your request for funding.

You may recall that we list a number of instances in our Program Guidelines where the Foundation is unable to respond to a request for funding. Unfortunately, the application submitted by you falls into this category.

Hospitals and their agencies are not eligible for OTF funding, unless they are part of a community collaborative that involves at least one eligible organization.

If you have not already done so, you may wish to consult Imagine Canada's *Canadian Directory to Foundations and Grants*. Some of the foundations listed in that directory may be in a position to support your funding request. The directory is also available in many public libraries. Imagine Canada's telephone number is (416) 597-2293.

Sincerely,

Lorraine Gandolfo

Lorraine Gandolfo
Area Manager
Province-Wide Region

po

45 Charles Street East, Fifth Floor, Toronto, Ontario M4Y 1S2 Canada
Telephone 416.963.4927 Fax 416.963.8781 TTY 416.963.7905 Toll-free 1.800.263.2887 www.trilliumfoundation.org

45, rue Charles Est, 5e étage, Toronto (Ontario) M4Y 1S2 Canada
Téléphone 416.963.4927 Télécopieur 416.963.8781 ATS 416.963.7905 Sans frais 1.800.263.2887 www.trilliumfoundation.org

CHLA
ABSC

39 River St. Toronto, ON. M5A 3P1 Canada
T 416-646-1600 info@chla-absc.ca
F 416-646-9460 www.chla-absc.ca

January 19th, 2007

Mary McDiarmid
President, Ontario Health Libraries Association
Staff Library
Baycrest
3560 Bathurst Street
Toronto, ON, M6A 2E1

Dear Mary,

On behalf of the Board and members of CHLA/ABSC, I would like to extend congratulations to OHLA on its 20th anniversary and express the hope that the celebration you have planned at the 2007 OLA Superconference will be a stellar occasion .

You and the members of your association are, I'm sure, justly proud of OHLA's achievements since its inception. Over the 20 years of its existence, OHLA has served (often during some very politically turbulent times) as a major advocate for Ontario health librarians and libraries, as well as the vehicle for relevant, professionally-delivered continuing education. OHLA has also served as an effective vehicle for communication, both to its members and beyond. A browse through the various issues of your newsletter demonstrates that issues affecting health libraries – from copyright through the changes being brought about by LHINs – are always dealt with in a timely and forthright manner by your association

OHLA's activities and accomplishments serve as model *par excellence* for all library associations, be they health-related or otherwise. CHLA/ABSC is proud to be affiliated with OHLA, and we look forward to many more years of fruitful cooperation between our two associations.

Sincerely,

Linda Slater
President, CHLA/ABSC

Ministry of Culture

Minister

5th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2
Tel: (416) 325-1660
Fax: (416) 325-1726

Ministère de la Culture

Ministre

5e étage, édifice Mowat
900, rue Bay
Toronto (Ontario) M7A 1L2
Tél: (416) 325-1660
Téléc: (416) 325-1726

Ontario

M2006-8398

JUL 26 2006

Ms. Mary McDiarmid
President, Ontario Health Libraries Association
Manager, Staff Library Services
Baycrest
3560 Bathurst Street
Toronto, ON M6A 2E1

Dear Ms. McDiarmid:

Thank you for your letter regarding funding for the Ontario Health Libraries Association's archive initiative.

As Minister of Culture, I was very interested to learn more about the association's activities. I recognize the long-standing service of the Ontario Health Libraries Association and would like to take this opportunity to congratulate the association as it marks its 20th anniversary.

Ontario's public libraries and First Nations libraries, as established under the *Public Libraries Act*, are eligible for funding under my ministry's support programs. I regret that health libraries are not eligible.

I would encourage you to consider archival support programs. Information can be found online at http://aao.fis.utoronto.ca/aa/grants.html. You may also wish to monitor the activities of Knowledge Ontario as it begins to develop its online services. My ministry has recently provided support to this initiative. The OurOntario.ca website is the component of Knowledge Ontario that is dedicated to developing and enhancing Ontario digital content. The website states that: "This project will facilitate the creation of new scholarship, and enable all communities in the province, large or small, to contribute to the development and continual growth of digital information resources about Ontario."

I hope that this information is helpful.

Sincerely,

Caroline Di Cocco

Caroline Di Cocco
Minister

Invoice

Date: October 25, 2006

From: William Dampier
192 Jarvis St. # 703
Toronto ON
M5B 2J9
dampier@sympatico.ca
416-363-6275

To: O.H.L.A.
c/o Mary McDiarmid
Staff Library
Baycrest
3560 Bathurst St.
Toronto, ON
M6A 2E1
(416) 785-2500 ext 2353
mmcdiarmid@baycrest.org

Re: Professional Services — write and edit a submission for funding in connection with a proposed centralized information acquisition and delivery system for Ontario health professionals through LHINs.

Amount: $1,000.00

Thank you
W.T. Dampier

Received from / **R**eçu de Library - Ont. Health libraries Association

Date Jan 18/07

167227

198 11 78101000 5410100000 $\overline{100}$ Dollars

$ 168.00 (Chq #23)

BAYCREST CENTRE FOR GERIATRIC CARE

BLUELINE

January 15, 2007

Mary McDiarmid
Manager, Staff Library Services
Baycrest
3560 Bathurst St
Toronto, ON M6A 2E1

Mary,

Enclosed is a cheque for $168.00 for reimbursement for brochure printing expenses incurred in 2006.

Thanks,

Christina

11 718101000

C. Woodward,
Treasurer, OHLA

5410 100000

ALL CANADIAN AWARDS

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INVOICE

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SOLD TO: Ontario Health Libraries
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ATTENTION: Mary McDiarmid
DATE: 15 JAN 07
ADDRESS:
REQ'D: 24 JAN 07
CITY: POSTAL CODE:
TEL # (R) TEL # (B) 416 785-2500 x2353 FAX:

QTY.	MODEL	DESCRIPTION	UNIT PRICE	AMOUNT
1	T	9x12 BLK PLQ to PLEXI		29 65

PAID 1/22/07

SUBTOTAL	G.S.T.	P.S.T.	TOTAL	DEPOSIT	TOTAL CHARGES
29 65	1 28	2 37			33 80

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Ordered By	
Job Name/PO#	
Ship Via	Our Truck
Sales Order No.	656525
Branch Name:	Willowdale

Customer ID	9
Terms	COD 2% per month int.
Due Date	01/15/07
Salesperson	House Account
Sales Agent	76
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Project Desc.	

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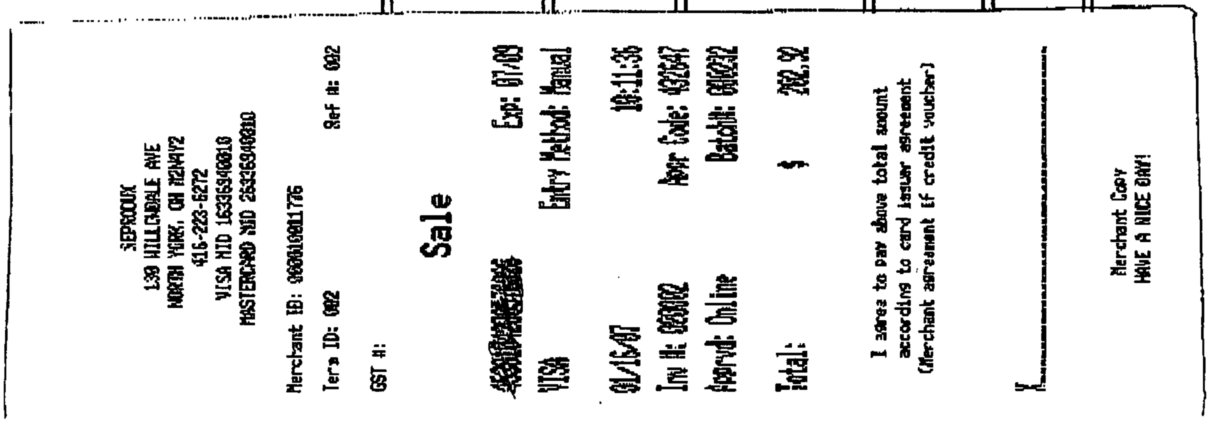
300199 Colour Plotting IJ 35lb Presen	42 x 48	1	1	1	14	SQFT	10.50	147.00
900100 Delivery		1	1	1	1	EACH	16.00	16.00



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Merchant ID: 000010011776
Term ID: 002 Ref #: 002
GST #:

Sale

[redacted] Exp: 07/09
VISA Entry Method: Manual
01/16/07 10:11:36
Inv #: 000002 Appr Code: 432647
Apprvd: Online Batch#: 000232
Total: $ 202.92

I agree to pay above total amount
according to card issuer agreement
(Merchant agreement if credit voucher)

X________________

Merchant Copy
HAVE A NICE DAY!

Subtotal:	178.00
GST	10.68
PST	14.24
Total:	202.92
VISA Paid at POS:	202.92
Total Due:	0.00

PAID IN FULL
Thank You

M McDiarmid
Jon

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ACCOUNTING
130 Willowdale Avenue
North York, M2N 4Y2

Date: Jan. 16, 2007.

Number of pages including this page: 2

To: Mary McDiarmid

Phone:

Fax: 416-785-4224

From: Marcela

☎ **416.223.6272** Fax **416.223.6989**

Hello Mary:

please sign and fax back visa slip to confirm your order.

Thanks - Marcela

Fax: 416-223-6989

8 LOCATIONS TO SERVE YOU!

HEAD OFFICE

130 Willowdale Avenue
North York, M2N 4Y2
Phone: 416 · 733 · 4425
copy@reprodux.com

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Etobicoke, M9A 1B9
Phone: 416 · 231 · 9203
Fax: 416 · 234 · 1709
plot_dundas@reprodux.com

75 East Beaver Creek #14
Richmond Hill, L4B 1K6
Phone: 905 · 764 · 7373
Fax: 905 · 764 · 1739
richmondhill@reprodux.com

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Woodbridge, L4K 1X5
Phone: 905 · 265 · 9386
Fax: 905 · 265 · 9388
woodbridge@reprodux.com

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Mississauga, L5A 4G1
Phone: 905 · 804 · 0300
Fax: 905 · 804 · 0273
mississauga@reprodux.com

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Phone: 905 · 333 · 2770
Fax: 905 · 333 · 2760
plot.burlington@reprodux.com

Ontario Health Library Association

Electronic Document Archive User Manual - Demo

May 23, 2006

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Ontario Health Library Assocation

Electronic Document Archive User Manual - Demo

May 23, 2006

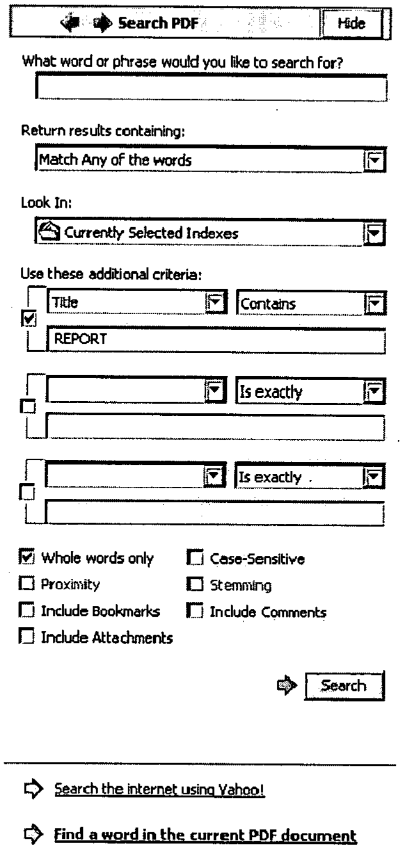
INTRODUCTION

The Archive Processing History section of this manual contains a list of all the original paper document types processed into the electronic document archive system. Each archived collection is supplied on two sets of CDs. The Master Copy set should be stored off-site, preferably in a safety deposit box. The Working Copy set should be used to load the data onto the network server and made available as an on-site backup copy. Please refer to the CD Care & Specifications section of this manual for proper handling instructions.

Please note that all examples provided in this manual are for general reference purposes. Index titles, folders, and file names for individual data types will change with each year, or group of years, processed. Referring to the Archive Processing History will assist in determining the correct file required when attaching indexes. Refer to Page 5 for detailed instructions regarding index attachment.

Also provided, as a reference resource only, is a full data report for each document type processed. The full data report is called the ***Full Report Listing*** and can be found on the first disk of each data set by searching (using the search facility) for *REPORT*. This report contains the header data for every file, from which the indexes were created. In the event that a search does not yield the desired result, this report may be consulted as a backup reference. A sample of the report listing for the Inspection Reports archive can be found as Appendix A for reference.

Visual Example:


Search PDF
Hide
Search
Search the internet using Yahoo!
Find a word in the current PDF document

What word or phrase would you like to search for?

Return results containing: Match Any of the words

Look In: Currently Selected Indexes

Use these additional criteria:

☑ Title Contains REPORT

☐ Is exactly

☐ Is exactly

☑ Whole words only ☐ Case-Sensitive

☐ Proximity ☐ Stemming

☐ Include Bookmarks ☐ Include Comments

☐ Include Attachments

SOFTWARE INSTALLATION INSTRUCTIONS

Adobe Reader Version 7 (This instruction set works for Version 6 as well.)

Download the Adobe Reader software file from www.emmatt.com and save it to C:\My Documents. Next, using Windows Explorer, double-click the AdbeRdr70_enu_full.exe file located in C:\My Documents. Follow the installer's on-screen instructions.

Re-boot your computer if prompted.

To run the program, go to Start\Programs\ Adobe Reader and select Adobe Reader 7.

Important: Please follow these steps ***BEFORE*** opening the **.pdf** files for the **FIRST** time.

Search Preferences:
1. Start the Adobe Reader program.
2. From the menu bar choose: Edit\Preferences\Search.
3. **Check** "Always Use Advanced Search Options", and set "Maximum Number of Documents Returned in Results" to "**10,000**", then click OK.

To initialize the search procedure, follow the ***Pictorial Search Instructions*** beginning on Page 5.

For more detailed instructions please refer to the ***Index and Meta Data Information*** for each data type or refer to the Adobe Search Online Guide under the HELP menu.

Network/Hard Disk Archive Installation

Although the data stored on the CDs supplied with this user manual can be accessed directly from the CDs, in many cases in a multi-user environment, it makes good sense to install the data on a network server or shared hard drive. When the data is to be stored on a server (or local hard drive) please follow the following instructions:

1. Create a separate directory for each data type that is to be copied onto the network and apply the appropriate access rights. It is recommended that directory names be 8 characters or less and contain no spaces.
2. Starting with CD #1, copy the contents and structure of each CD (or set of CDs) to the appropriate directory. Do not overwrite any files or folders when prompted.
3. Workstations accessing indexes across a network require a mapped drive to the location where the files are stored on the network.

Please remember to always handle the CDs with care. CDs are susceptible to direct sunlight, fingerprints, moisture, and scratching. When no in use they should be stored in a cool, dark, dry place.

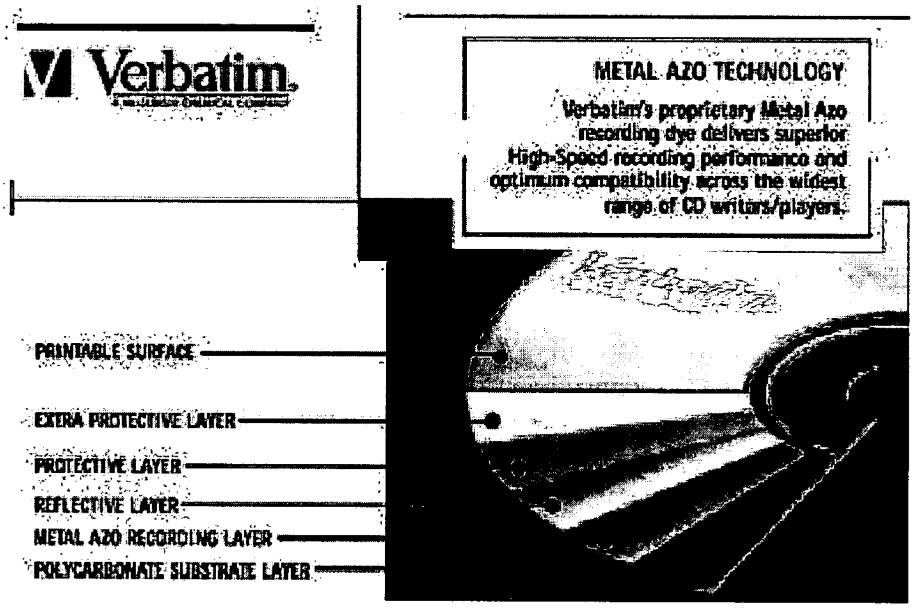
CD CARE & SPECIFICATIONS

Verbatim DataLife Plus (taken from http://www.verbatim.com/)

Verbatim DataLife Plus discs feature a patented Azo recording dye that reacts faster and with greater sensitivity to laser light than other dyes. This unique dye, formulated by Mitsubishi Chemical, allows for a quicker burn, so performance is ensured. Verbatim CD-R discs also feature an advanced surface coating that protects from scratches that can damage the recording layer. DataLife Plus carries a Lifetime Warranty and is backed by Verbatim's toll-free technical support.

Dye Makes the Difference

The characteristics of a recordable CD were specified in the Orange Book II standard in 1990. The technology involves changing the reflectivity of the organic dye layer shown in Figure A. This is typically either cyanine (cyan blue in color), phthalocyanine (more or less colorless) or azo (deep blue in color). These dyes are photosensitive organic compounds, similar to those used in photography. A microscopic reflective layer--either a proprietary silvery alloy or 24-carat gold--is coated over the dye. Tests show a silver reflective layer provides improved reflectivity and maximizes read/write performance. The silver/blue CD-Rs, which are manufactured with a process patented by Verbatim, combine the benefits of silver reflectivity with the increased data reliability and long archival life offered with metal azo dye (Figure B). The metalized azo layer also gives Verbatim CD-R media its unique deep blue appearance, which can be easily distinguished from the green of Cyan and gold of Phthalocyanine dyes.


Verbatim
METAL AZO TECHNOLOGY
Verbatim's proprietary Metal Azo recording dye delivers superior High-Speed recording performance and optimum compatibility across the widest range of CD writers/players.
PRINTABLE SURFACE
EXTRA PROTECTIVE LAYER
PROTECTIVE LAYER
REFLECTIVE LAYER
METAL AZO RECORDING LAYER
POLYCARBONATE SUBSTRATE LAYER

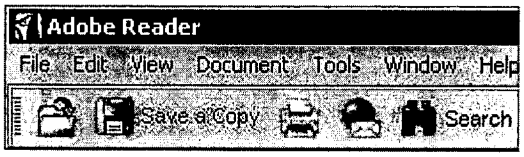
Storage:

- Pre-writing storage: Keep discs in the original bulk pack container or jewel case at normal room temperature (75°F/24°C).
- Archival storage: Archive discs at 68-72°F (20-22°C) with 40% RH; these conditions will support a data lifetime that exceeds 100 years.

PICTORIAL SEARCH INSTRUCTIONS

The following is a pictorial instruction set to assist in becoming familiar with using the search function of Adobe Reader Version 7. (This instruction set works for Version 6 as well.)

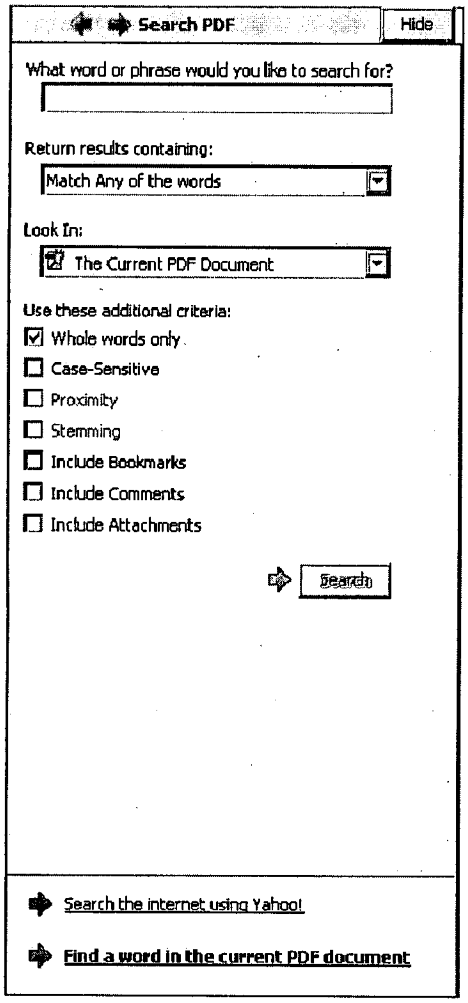
①


Adobe Reader
File Edit View Document Tools Window Help
Save a Copy
Search

After opening Adobe Reader, click the search button located on the top left hand side of the window. Alternatively, from the basic toolbar click on EDIT, SEARCH.

This window should appear.

②


Search PDF
Hide

What word or phrase would you like to search for?

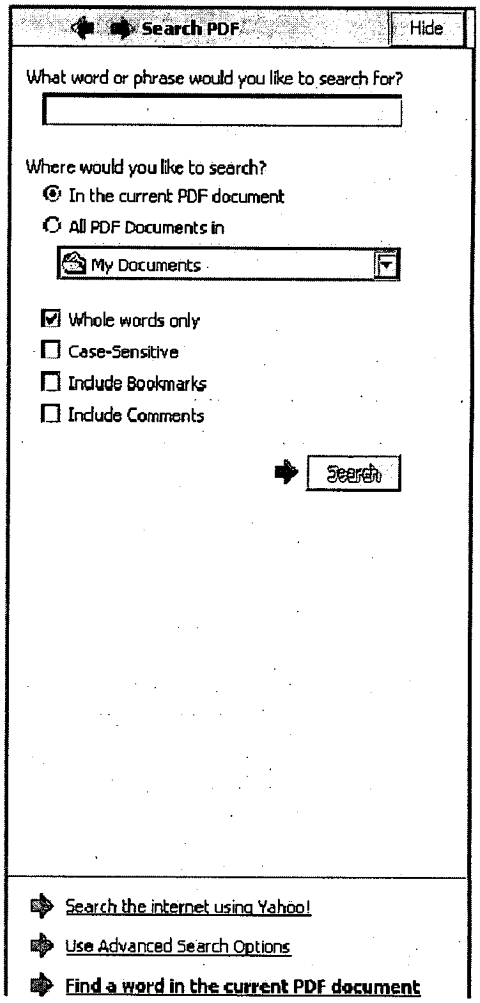
Return results containing:
Match Any of the words

Look In:
The Current PDF Document

Use these additional criteria:
☑ Whole words only
☐ Case-Sensitive
☐ Proximity
☐ Stemming
☐ Include Bookmarks
☐ Include Comments
☐ Include Attachments

Search
Search the internet using Yahoo!
Find a word in the current PDF document

If this window appears, go back to Page 3 and follow the "Search Preferences" instructions.


Search PDF
Hide

What word or phrase would you like to search for?

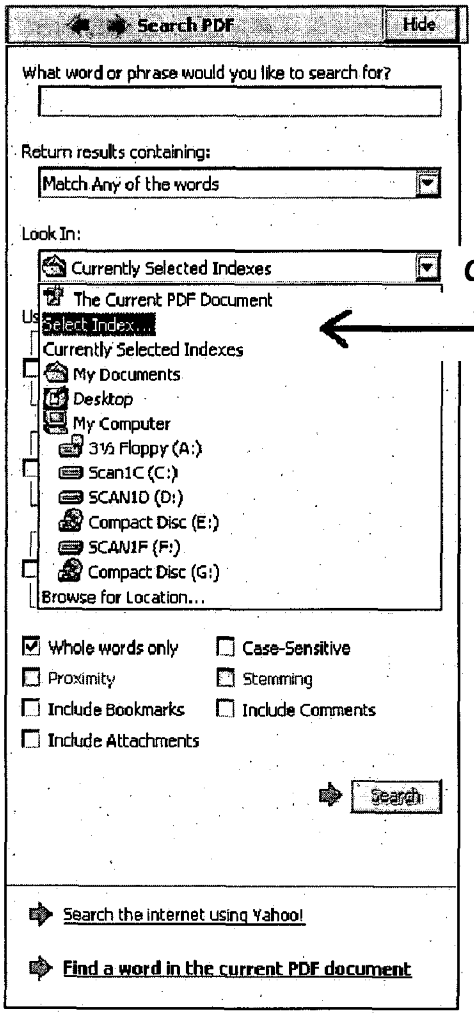
Where would you like to search?
● In the current PDF document
○ All PDF Documents in
My Documents

☑ Whole words only
☐ Case-Sensitive
☐ Include Bookmarks
☐ Include Comments

Search
Search the internet using Yahoo!
Use Advanced Search Options
Find a word in the current PDF document

Once "Advanced Search Options" is enabled proceed.

③


Search PDF
Hide
The Current PDF Document
Select Index...
Currently Selected Indexes
My Documents
Desktop
My Computer
3½ Floppy (A:)
Scan1C (C:)
SCAN1D (D:)
Compact Disc (E:)
SCAN1F (F:)
Compact Disc (G:)
Browse for Location...
Search
Search the internet using Yahoo!
Find a word in the current PDF document

What word or phrase would you like to search for?

Return results containing: Match Any of the words

Look In: Currently Selected Indexes

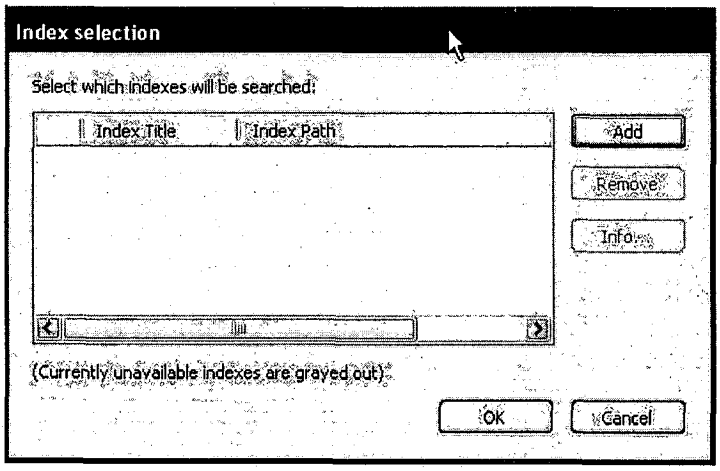
☑ Whole words only ☐ Case-Sensitive
☐ Proximity ☐ Stemming
☐ Include Bookmarks ☐ Include Comments
☐ Include Attachments

Click Here

Press the down arrow in the Look In drop-down menu and left click **Select Index** ... This is the first step in attaching the index you wish to search.

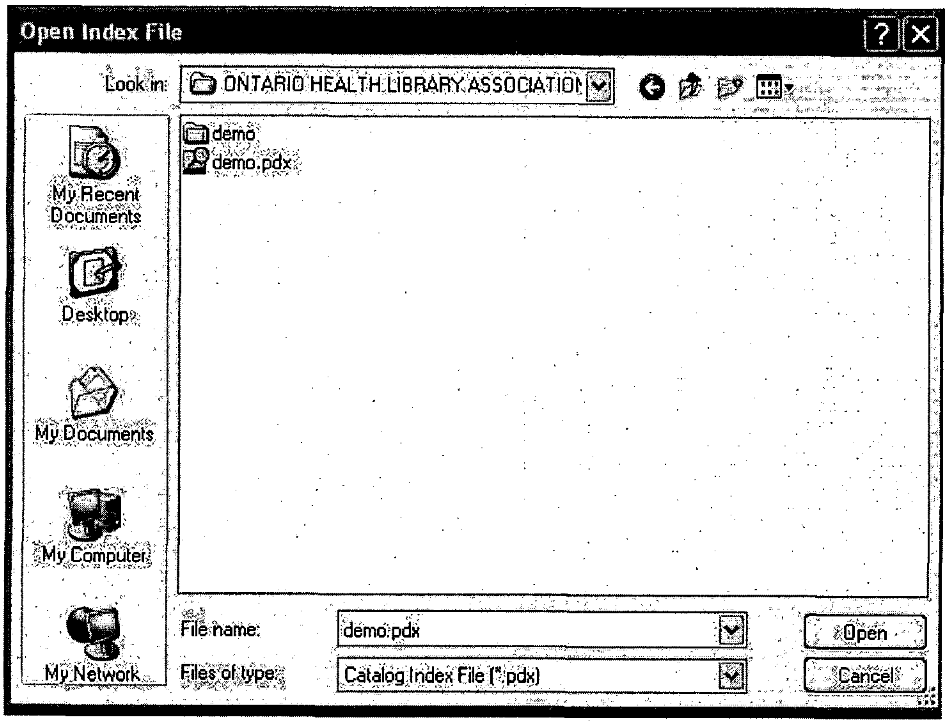
NOTE: *For subsequent searches, please select "Currently Selected Indexes" in the Look In menu as illustrated in Figure 7.*

④


Index selection
Select which indexes will be searched:
Index Title
Index Path
Add
Remove
Info...
(Currently unavailable indexes are grayed out)
OK
Cancel

Now make an index(s) available to Adobe Reader to enable the search of your documents. You do this by selecting the "Add" button.

⑤


Open Index File
My Recent Documents
Desktop
My Documents
My Computer
My Network
demo
demo.pdx
Open
Cancel

Look in: ONTARIO HEALTH LIBRARY ASSOCIATION

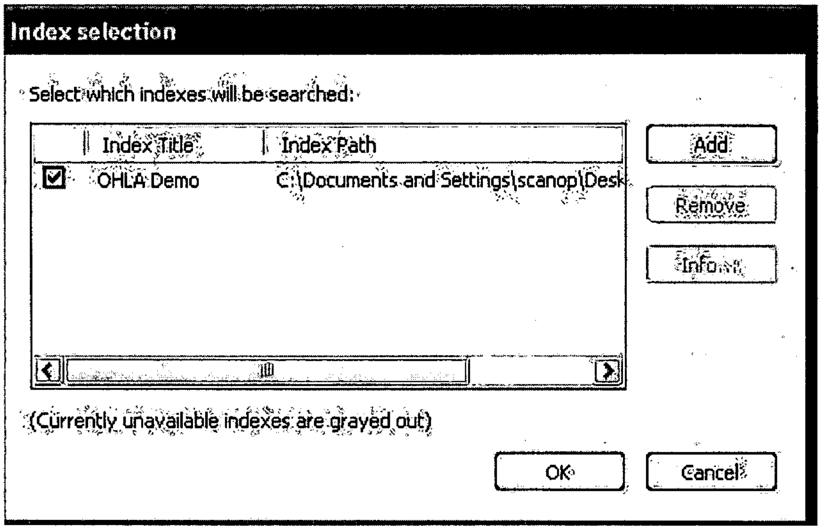
File name: demo.pdx

Files of type: Catalog Index File (*.pdx)

Adobe Reader next needs the location of the index files to enable the search. The index (**.PDX file*) will be either on your CD-ROM drive or on a mapped network drive. Locate the directory where your index file resides by using the drop down arrow in the "Look in" box. Click on the appropriate "***.pdx***" file and click "Open".

Please note: The example index file name shown here is for demonstration purposes only. Your index name(s) will be different; refer to the Archive Processing History for more information.

⑥



Index selection

Select which indexes will be searched:

	Index Title	Index Path
☑	OHLA Demo	C:\Documents and Settings\scanop\Desk

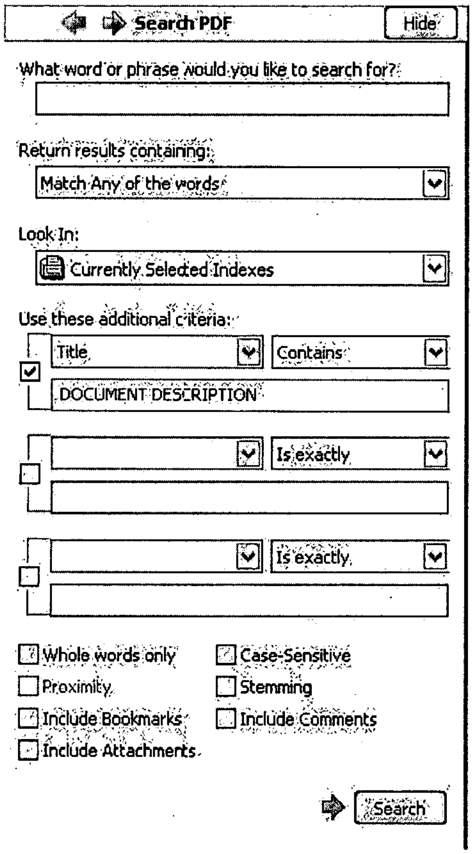
(Currently unavailable indexes are grayed out)

Once you have found the Index file, make sure the checkbox is filled prior to clicking "OK".

NOTE: For subsequent searches, in Step 3 (Page 6) you would select "Currently Selected Indexes" in the "Look In" drop-down menu as illustrated in Figure 7.

Steps 4, 5 and 6 will not be required again to search the index selected initially.

⑦



What word or phrase would you like to search for?

Return results containing: Match Any of the words

Look In: Currently Selected Indexes

Use these additional criteria:

☑ Title | Contains | DOCUMENT DESCRIPTION

☐ | Is exactly |

☐ | Is exactly |

☐ Whole words only
☐ Case-Sensitive
☐ Proximity
☐ Stemming
☐ Include Bookmarks
☐ Include Comments
☐ Include Attachments

The next step in your search is to enter your search criteria.

Select the field(s) you wish to search on from the drop-down list(s).

Next enter the data you are searching for in the text box under the corresponding field name. **Partial information may be used.** Refer to the Meta Data section on Page 9 of this document for more information.

Press the "Search" button to retrieve the matching document(s).

Click on the document that you wish to view.

INDEX AND META DATA INFORMATION

Meta data refers to the data used in data entry to perform searches to retrieve documents. The following Index and Meta Data information provides the data details pertinent to each document type.

[1] Please note that all examples provided in this manual are for general reference purposes. Index titles, folders, and file names for individual data types will change with each year, or group of years, processed. Referring to the Archive Processing History will assist in determining the correct file required when attaching indexes.

Note: Punctuation was not used in any data entry fields. Also, where there was missing or illegible information, the code ID was used to indicate incomplete data.

……

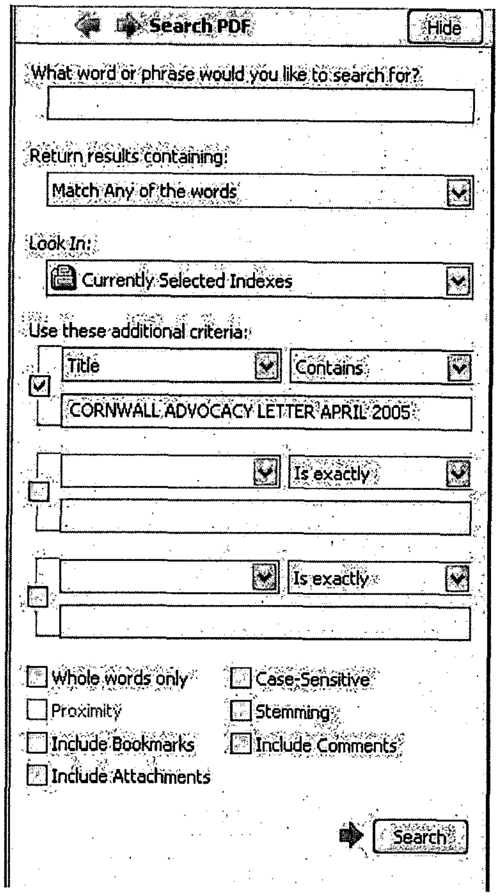
DEMO

Index File Name: [1] demo.pdx
Index Title: [1] OHLA Demo

Title Field Data Layout: DOCUMENT DESCRIPTION

Example: CORNWALL ADVOCACY LETTERAPRIL 2005

Visual Example:



What word or phrase would you like to search for?

Return results containing: Match Any of the words

Look In: Currently Selected Indexes

Use these additional criteria:

☑ Title Contains CORNWALL ADVOCACY LETTER APRIL 2005

☐ Is exactly

☐ Is exactly

☐ Whole words only
☐ Case-Sensitive
☐ Proximity
☐ Stemming
☐ Include Bookmarks
☐ Include Comments
☐ Include Attachments

ARCHIVE PROCESSING HISTORY

DELIVERY DATE	DESCRIPTION	INDEX FILE	CD SET SIZE
May 23, 2006	OHLA Demo	demo.pdx	1 CD

From: Eeva K. Munoz [ekmunoz@uwo.ca]
Sent: Wednesday, December 13, 2006 4:56 PM
To: McDiarmid, Mary (2353)
Cc: coahl@mailer.library.utoronto.ca
Subject: OHLA Request for Funding
Dear Mary,

I would like to congratulate you and OHLA for the document "Creating a centralized information delivery system for health care workers in Ontario", dated November 2006.

In a recent meeting of the Consortium of Ontario Academic Health Libraries (COAHL) in Toronto, the members discussed this proposal. We support the concept and would like to wish you success with this initiative. We also felt that it would be useful to bring to your attention the previous province-wide eHealth library proposal by the Ontario Hospital eHealth Council, eHealth Library Working Group, called "Enabling eHealth through Information Access: the case for a province-wide eHealth Library in Ontario" . This proposal is available at the CHLA website at http://chla-absc.ca/nnlh/ehealth.pdf.

All the best with your project

Eeva K. Munoz
Chair, Consortium of the Ontario Academic Health Libraries

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